



# Mission Support Alliance

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## Statement of Work

**Title: Certified Energy Manager Support**

**Revision Number: 0**

**Date: July 15, 2016**

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### 1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) is contractually required to plan and conduct sustainability-related evaluations for facilities meeting requisite criteria that are located on the Hanford Site. This includes energy and water evaluations to satisfy the 2007 Energy Independence and Securities Act (EISA) Section 432 requirements, and High Performance and Sustainable Building (HPSB) assessments addressing the HPSB Guiding Principles (GPs). Additionally, for facilities previously evaluated, MSA is charged with assisting in organizing Energy Conservation Measures (ECMs) and Water Conservation Measures (WCMs) identified during the evaluations as well as other requirements for future actions.

MSA is also responsible for coordinating and facilitating the utilization of available energy incentives, primarily through the Bonneville Power Administration (BPA), for the Hanford Site.

MSA currently does not have in-house resources with the necessary level of expertise.

The Subcontractor is required to provide staff augmentation support as set forth herein:

### 2.0 OBJECTIVE

The objective of this Statement of Work (SOW) is to provide the MSA Hanford Site Sustainability Organization with one Certified Energy Manager (CEM) resource to assist in the planning and performance of the efforts summarized above.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

This work scope includes providing CEM support to assist MSA in performing the following task activities:

- a. Plan and conduct energy and water evaluations for facilities meeting requisite criteria located on the Hanford Site. These evaluations generally consist of Type I inspections as defined by the Federal Energy Management Program (FEMP) guidance and are conducted to satisfy the EISA section 432 requirements, with approximately 25% of the Hanford covered facilities list completed each year from FY2016 to FY2020.



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- b. For previously conducted energy and water evaluations, (both EISA and HPSB) organize and recommend the ECMs and WCMs and other EISA and/or HPSB GP requirements for future evaluation, detailed cost estimating, funding, as well as scheduling and implementation. Efficiency, cost effectiveness, and timeliness are all important here, as well as considerations and recommendations for utilizing contract vehicles such as Energy Savings Contracts (ESCOs) and Energy Savings Performance Contracts (ESPCs).
- c. Complete facility audit documentation. Ensure all records (includes spreadsheets, audit notes, and reports) are provided to BTR or delegate for retention.
- d. Support other related activities as requested, including reviewing and providing comments on studies and other MSA Site Sustainability or related documents.
- e. Support/facilitate the utilization of BPA and other energy related incentives that includes submittal of required paperwork for deemed and/or custom projects. Interface with BPA personnel regarding information submitted for incentives. Act as the technical point-of-contact (POC) with the BPA and other Hanford Site contractors (OHCs) regarding utilization and submittal of paperwork for energy-related incentives.
- f. Provide guidance to OHCs regarding the applicability and implementation of HPSB GPs and Leadership for Energy and Environmental Design (LEED) requirements.

### 4.0 QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

#### **Required Qualifications:**

- Possess a Bachelor of Science degree.
- Possesses a Certified Energy Manager credential from the Association of Energy Engineers.
- Must be knowledgeable of 2007 Energy Independence and Securities Act (EISA) Section 432 requirements, and High Performance and Sustainable Building (HPSB) Guiding Principles.
- Possesses at least seven years' experience in performing energy and water assessments, energy impact evaluations, metering assessments, facility measurement and verification, or a combination thereof.



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- Must be knowledgeable of BPA's Implementation Manual and the utilization of energy related incentives from BPA.

### **Desired Qualifications:**

- Registered Professional Engineer (PE)
- Leadership for Energy and Environmental Design (LEED) Associate or Accredited Professional.
- Hanford site knowledge and experience, particularly in regard to energy conservation and water conservation assessments or similar activities.
- Previous experience working with the BPA to obtain energy incentives for deemed and custom projects.

## **5.0 REQUIREMENTS**

### **General**

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

### **5.1 Environmental, Safety, & Health Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;



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- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

### **6.0 PERSONNEL REQUIREMENTS**

#### **6.1 Training**

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
  - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
  - Other site specific training may be required as determined during performance of this scope of work.

#### **6.2 Security and Badging Requirements**

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

#### **6.3 Work Location/Potential Access Requirements:**

In-field work scope to conduct the EISA and HPSB assessments and/or to work with OHCs on the utilization of energy related incentives will be performed in facilities throughout the Hanford Site. Office space will be available at 825 Jadwin, Richland, Washington.

#### **6.4 Site Access and Work Hours**

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.



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Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

### **7.0 MEETINGS, SUBMITTALS**

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

### **8.0 SCHEDULE REQUIREMENTS**

#### **8.1 Schedule**

Start date: October 1, 2016

Completion date: September 30, 2019